

Resume

Muna Pandey

2/1-3 Noble street, Allawah, NSW, 2218

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DOB 21-01-1988

Mission:

- To become professional and successful aged care giver
- To extend relationship with people.

Major Attributes:

- Good communication skills.
- Quick learner.
- Dedicated and highly motivated.
- High attention to detail.
- Deadline driven.
- The right attitude - respect and understanding and a desire to make a difference through work

Academic Qualification:

- Bachelor in English, Nepal

Computer and Software skills:

- Microsoft Office-Word, Excel, Power Point,

Career Histories:

- **Certificate III from Roos consultant, Parramatta, Sydney, Australia**
- **2 weeks placement on Wallgrove Residential Aged Care Facility, Lakemba, NSW, Sydney**
- **More than 6 years experience at Opal Wallgrove Residential Aged Care Facility as an A.I.N, Lakemba, NSW, Sydney**
- **2 years experience on Maronite Sisters Village Facility as an A.I.N., Marrickville, NSW, Sydney**

Key responsibilities:

- **Showering, Feeding, bed making and communicating with residents to provide quality care**

- **Working as a customer Service provider in Nepalese Restaurant at Gladesville, NSW, Sydney.**

Key Responsibilities

- Serving food to the customers.
- Dealing with the Customers.
- Taking phone calls when needed.

- **Working as a customer service provider in TLC dry cleaner at town hall NSW, Sydney**

- **Working as a volunteer in Teaching Hospital of Nepal for 2 years.**

Key Responsibilities

- **Taking care of patient.**
- **Helping to the doctor when needed.**

Special skills and abilities:

- Professional appearance and manner.
- Special talent for identifying client's needs and presenting effective solutions.
- Confidence in making independent decisions.
- Excellent communication skills.
- Accept supervision, able to supervise others and excellent attendance record.

Interests

Communication and networking, cooking, listening to music and dancing, playing with the children, decorating house, etc.

Important: I am looking for a place where I can give all my time and effort with adequate return.

References

**_Gopal Gurung Register Nurse in Opal Aged Care Facility, Lakemba NSW
Ph 0414109012**

**_Srijana Budhathoki nurse currently in Surtherland Hospital, Caringbah NSW
Ph no. 0433161327**

**_Mi Sun Kim (Emma) resigerted nurse currently in Opal Wallgrove Aged care Facility
Lakemba NSW,
Ph no. 0430356931**

**-Sandeep Sharma Facility Manager of Opal Wallgove Lakemba NSW
Ph no 0448324103**